



Role Descriptions Chair, Vice-Chair and President of the LRCFA Council

Accountable to Leicestershire & Rutland County Football Association Board and Council

Term: One year but eligible for re-election

Introduction

The FA's Code of Governance defines a Council as 'a body forming part of the constitutional structure of a County Football Association representing some or all of its stakeholders in some capacity and having powers or rights with respect to its governance, but which is not the Board of the Association or the members in a general meeting.'

The Code states that the role, responsibilities and decision-making rights of the Council need to be clearly defined. It adds that the Board must be able to make decisions regarding the financial and operational elements of the business (Business matters) and the Council will have constitutionally derived powers to regulate the game (Football matters).

The Council will have reasonable rights to consultation and constructive challenge which will include direct access to the Chair of the LRCFA Board and the right to be consulted on the development of the Association's strategy and any major strategic decisions which affect football.

The roles of the Chair and Vice-Chair of the Council and their responsibilities are detailed below.

Chair and Vice-Chair of the LRCFA Council

Role

An effective Chair and Vice-Chair provide non-executive leadership to the Council and, as with other members of the Council, the roles of the Chair and Vice-Chair are purely voluntary ones.

The Chair, supported by the Vice-Chair and the LRCFA Chief Executive, plays an important role in the Council, which goes beyond chairing meetings. The Chair takes the lead in ensuring the effective functioning of the Council and has a vital role in setting the highest expectations for professional standards of governance and behaviours.

It is the Chair's responsibility to give the Council clear leadership and direction, keeping it focused on its core functions. A Chair should encourage the Council to work together as an effective team, building its skills, knowledge and experience. The Chair needs to ensure that everyone is actively contributing relevant skills and experience participating constructively in meetings and is actively involved in the work of committees and working groups, modelling good practice in this regard at all times.

It is the Chair's role, in conjunction with the Chief Executive, to make sure everyone understands what is expected of them and receives appropriate induction, training and development. It is for the Chair to have honest conversations, as necessary, if anyone appears not to be committed, is ineffective in their role or is not conducting themselves in line with the LRCFA Code of Practice, proactively engaging with the LRCFA Board where necessary.

The Chair, along with the Council and with input from the Chief Executive, should regularly consider the make-up and skills of the Council and, when appointing new members to the Council, should consider any recent skills audits they may have completed and the identified skills gaps on the Council.

Specific Responsibilities of Vice-Chair

The Vice-Chair will support the Chair with the above and in doing so, the main duties of the Vice-Chair are:

1. Assist the Chair in performing their duties & responsibilities as outlined above
2. Perform the responsibilities of the Chair during the absence or disability of the Chair
3. Chair meetings of the Council in the absence of the Chair and ensure that it functions effectively
4. Provide advice as required to the Chief Executive and to other Council members in all matters concerning the interests of the LRCFA
5. Attend training and induction as required to carry out the role of Vice-Chair and member of the Council
6. To be available to members of the Council, whether individually or collectively, should they have concerns which contact through the normal channels of the Chair and/or Chief Executive has failed to resolve or where such contact is inappropriate.

President of the LRCFA Council

Role

The role specifically requires:

1. To be a figure head and to act as an ambassador for the Association.
2. Support the effective functioning of the Council and has a vital role in setting the highest expectations for professional standards of governance and behaviours.
3. To ensure elected members of Council apply their knowledge and experience to promote positively the strategic development of football in Leicestershire & Rutland
4. To represent LRCFA in a football and non-football capacity, when requested by the CEO or the Chair of the Board.
5. To support and promote the work of LRCFA.

Key responsibilities:

1. Shall be entitled to receive notice of; attend, speak and vote at all Council meetings and Council standing committees.
2. Act as an ambassador for LRCFA at organised events as notified by the CEO and the Board.
3. Always adhere to the LRCFA, vision, values, Code of Conduct and the standards of LRCFA.
4. To attend meetings between the Board and Council as required or requested.
5. To undertake any training that is deemed appropriate.